

Towson University: Office of the Provost and Executive Vice President  
for Academic and Student Affairs,  
Vice President for Administration and Finance,  
and  
Towson University Retired Faculty Association

**MEMORANDUM OF UNDERSTANDING:**

**Retired Faculty Benefits and Privileges**

This Memorandum of Understanding is between Towson University (TU), an institution of higher education in the State of Maryland, and the Towson University Retired Faculty Association (TURFA), an unincorporated association.

Whereas, TURFA was created through a previous memorandum of understanding between TU and a group of retired faculty members in the year 2014; and

Whereas, the purpose of TURFA is to provide the retired faculty a mechanism to stay connected to and serve TU by furthering TU's mission; and

Whereas, faculty with emeritus status are FACULTY of the University;

Now, therefore, in consideration of the mutual promises and covenants expressed herein, TU and TURFA agree to the following benefits and privileges which are granted, but not limited to, retired faculty and, where specified, solely to those with emeritus status or to members of TURFA by TU as budget and resources permit or as not restricted by a state of emergency or other necessary restrictions:

1. **Academic Senate representation:** The Office of the Provost supports the representation of TURFA members in the Academic Senate by one voting member and an elected alternate. The voting members of TURFA will elect this representative and the alternate (Academic Senate Constitution and By-Laws, *Section B. Membership of the Academic Senate, item 6*).
2. **University parking:** The Office of the Provost supports the continuation of the agreement between TURFA and Campus Parking Services to provide TURFA members free parking passes for "visitors" spots or marked TURFA spots. These shall be allocated in accordance with procedures agreed upon by TURFA and posted by Campus Parking Services. TURFA members may also opt for "visitors" spot parking with a fee or, if they are Emeriti faculty, to purchase a TU parking permit at the lowest fee.
3. **Library borrowing:** Retired faculty with valid TU IDs will have library borrowing privileges at TU and through the USM and Affiliated Institutions Consortium of Libraries (USMAI) equivalent to those of active faculty. These privileges will include semester-

long borrowing from Cook Library as well as remote (dependent on licensing agreements with library database vendors) and on-site access to library journal and database subscriptions.

4. **Academic computing:** The Office of the Provost supports and advocates continued access for retired faculty members and TURFA members with emeritus status having all faculty privileges except access to student records, which can be secured upon recommendation of department chairs to OTS. See for comparison: <https://www.towson.edu/technology/netid/services.html>.
5. **Use of virtual meeting software:** TU will support TURFA by enabling it to hold virtual meetings on Cisco WebEx, or other virtual communication systems not limited by licensing and supported by TU.
6. **Participation in TU virtual programs and events:** Retired faculty participating in official TU events normally will have access, on a space-available basis, to the platforms (item 5 above) when the program or event is available virtually.
7. **Towson University ID card:** Faculty with emeritus status will maintain all benefits associated with maintaining one's Towson University ID number and an official Towson University ID card (available with Emeriti title if appropriate).
8. **Faculty emeriti listing:** Faculty with emeritus status will be included in the faculty listings of their home department or college as having attained that appointment.
9. **Access to FACET:** Faculty with emeritus status and TURFA members will have access to the Faculty Academic Center for Excellence at Towson (FACET). TURFA is represented in FACET by one voting member appointed by the TURFA Executive Committee. (*Exact wording dependent on wording creating FACET Advisory Board as a committee of the Academic Senate.*)
10. **Research grants:** Faculty with emeritus status will be eligible, with prior approval of the department chair, to apply for grants from outside the University, listing their affiliation as Towson University (Faculty Handbook, Chapter 8 Additional Faculty Policies, IV. *TU Policy on the Use of the University's Name by Members of the Faculty*). TU may require a PI or Co-PI be identified from current full-time faculty.
11. **Participation in TU events:** Faculty with emeritus status will be eligible but not required to participate as faculty in TU events (e.g., annual faculty meetings, TU sponsored faculty convocations and awards programs, and commencements on a space-available basis). They are eligible to attend TU faculty workshops and conferences and to submit papers and proposals for presentation at same on a space-available basis.
12. **TU business cards and letterhead:** The Office of the Provost will supply TURFA members who have emeritus status with TU business cards and a modest supply of TU letterhead, both printed with their addresses and phone numbers of their choice.
13. **Post-Retirement teaching:** At the discretion of the department chairperson or library supervisor and appropriate Dean, retired faculty may be allowed to work part-time at TU. In the case of retired faculty who teach courses, the salary will be at the level of Adjunct II or III in accordance with TU Policy: 02-01.07 *Policy on the Employment of Adjunct Faculty*: "Adjunct II for retiring full-time faculty with three years or more of service, Adjunct III for retiring full-time faculty with six or more years of service. "


14. **Office space, computer access and support:** Faculty members with emeritus status may be allocated the use of office space and available computer equipment, with appropriate support services. This will be negotiated with the department chairperson based on availability of space and the ongoing research or teaching needs of these faculty.
15. **Notification of Retiring Faculty:** The Office of the Provost will continue to provide to TURFA a listing of pending faculty retirees for the purpose of recruiting for TURFA membership.
16. **Annual spring brunch:** The Office of the Provost will sponsor an annual spring brunch for all retired faculty for which the Provost's Office and TURFA will organize and coordinate the program. It is expected that at this time the President, or a representative, and the Provost, or a representative, will address retired faculty on the state of the University, major upcoming events, TU accomplishments, and other comments on the status of TU. The TURFA President, or a TURFA representative, will preside.
17. **Recent and prospective retiree notification:** The Office of the Provost will provide information regarding TURFA, its activities, benefits and events to faculty members who have retired from TU within the previous 18 months, and to those who have indicated to TU they are considering retirement. TURFA will provide mentors to faculty during the pre-retirement period and after retirement at the request of the retiree.
18. **TURFA Administrative support:** The Office of the Provost will provide administrative support for the operation of TURFA as per agreement.
19. **TURFA Center:** TU will provide a TURFA Center (currently in the Enrollment Services Building) to include at a minimum: meeting space, lounge, computers, and at least two TURFA dedicated parking places adjacent to the building.
20. **Discounted prices:** The Office of the Provost supports and advocates that TURFA members will continue to have reduced prices for on-campus cultural and athletic events, and purchases at the TU Bookstore.
21. **Recreation facilities access:** The Office of the Provost supports TURFA members having access to TU health, wellness, fitness, and recreation facilities under the same terms as those facilities are made available to active TU faculty.
22. **Osher tuition and fees discount:** The Office of the Provost supports and advocates that TURFA members continue to be eligible for half-price tuition and membership fees in the Osher Lifelong Learning Institute at TU.
23. **Academic regalia donation:** Retired faculty members are encouraged to donate their academic regalia to the Office of the Provost for their use by in-service faculty; the Office of the Provost will advertise and coordinate this project.
24. **Tuition remission:** TU will continue to offer the current (as of January 2021) benefits on tuition remission for spouses and dependent children of retired faculty. (<https://www.towson.edu/hr/current/benefits/tuition.html>) in accordance with the policy of the University System of Maryland.
25. **Oral History Project support:** Cook Library will continue to support the maintenance and dissemination of the TURFA Oral History Project.

This Memorandum of Understanding constitutes the entire agreement between the parties with regard to the subject matter, and no prior or contemporaneous agreement, written or oral, will be effective to vary the terms of this Memorandum of Understanding. No amendment to this Memorandum of Understanding will be effective unless reduced to writing and signed by an authorized member of each party.

The validity, interpretations, performances and enforcement of this Memorandum of Understanding will be governed by the laws of the State of Maryland, effective as of the date of signature.

- Note: The term "faculty with emeritus status" shall refer to all faculty with titles of Professor Emeritus, Professor Emerita, Professor Emeritx, Faculty Emeritus, Faculty Emerita, Faculty Emeritx, Librarian Emeritus, Librarian Emerita, or Librarian Emeritx.

Towson University

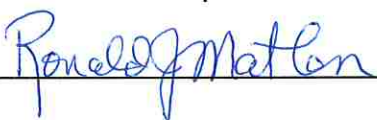
By:  Date: 6/21/21

Provost and Executive Vice President of Academic and Student Affairs

By:  Date: 6/21/21

Vice President of Administration and Finance

Towson University Retired Faculty Association

By:  Date: 6/21/21

President, Towson University Retired Faculty Association